

**STATE OF CALIFORNIA  
OFFICE OF THE ADJUTANT GENERAL  
9800 Goethe Road, P.O. Box 269101  
Sacramento, California 95826-9101**

*Corrected Copy*

CAJS-J1-SP

18 October 2011

MEMORANDUM FOR See Distribution

SUBJECT: State Active Duty Vacancy Announcement 2011-66 – Expires 9 November 2011

1. The Military Department is accepting applications for the permanent State Active Duty position indicated below. Continuation and subsequent extension of service of the selected applicant will be determined by the individual's performance of duty and continuation of funding. This vacancy announcement will expire on 9 November 2011 unless sooner rescinded.

2. This announcement has minimum requirements. Failure to comply with any of these requirements will cause your application to be rejected from consideration. While it is important for you to read the entire announcement closely, please pay particular attention to the suggested checklist at the end of this announcement. *Airmen selected for this position will be paid at the pay grade of E5 capped at 4 years.*

- |                                      |                                                                               |
|--------------------------------------|-------------------------------------------------------------------------------|
| <b>a. TITLE AND PAY GRADE:</b>       | <b>Security Guard (SAD E-5 Capped at 4 Years)<br/>(9 Positions available)</b> |
| <b>b. EMPLOYMENT LOCATION:</b>       | <b>March Air Reserve Base, March ARB, CA</b>                                  |
| <b>c. PROJECTED EMPLOYMENT DATE:</b> | <b>9 November 2011</b>                                                        |
| <b>d. SELECTING SUPERVISOR:</b>      | <b>Security Forces Manager, March ARB ANG</b>                                 |

3. The basic qualification requirements are:

a. Military: Current members of the active California Air National Guard in the grades of E-4 through E-6 and assigned to the 163<sup>rd</sup> RW may apply.

b. Education/Experience: Completion of military educational and civilian requirements commensurate with the grade of the applicant. Must be a High School graduate or GED equivalent. ***Attach a copy of your high school diploma or GED certificate.***

c. Must be assigned to the 163<sup>rd</sup> RW and be assigned to a military position in the Air National Guard.

d. Must have a minimum of two years experience in civilian or military law enforcement or security experience equivalent to 3P031 or 3P0X1 AFSC skill level, or compatible military police identifier. Completion of basic security forces course or military police school or equivalent law enforcement course.

e. Must possess a valid California driver's license. ***Attach a copy of your valid California driver's license and DMV printout of driving record.***

<https://www.dmv.ca.gov/wasapp/dr/vieworprintreprot.do?method=Continue>

f. Military Assignments: Assignments appropriate to the grade of the applicant.

g. Communication Skills: Must possess excellent written and verbal communication skills and have the ability to communicate effectively with individuals at all levels in both civilian and military organizations.

h. Must qualify for security clearance at Secret level.

i. Must be qualified, or capable of becoming qualified, to bear firearms during the course of employment. Additionally, members must be capable of passing Use of Force training and complete DD Form 2760 Qualification to Possess Fire Arms or ammunition annually.

j. Must qualify, as required, on all authorized equipment and use of force options.

k. Must be capable of taking prompt and efficient action in cases of fire, attempted theft, espionage, sabotage and other acts detrimental to safeguarding property and ANG resources.

l. Must never have been convicted by civilian or military court, except for minor traffic violations and similar infractions. Applicant must not have a history of juvenile delinquency in two years preceding proposed employment.

m. Applicant must meet and maintain physical fitness and height/weight requirements in accordance with published standards. ***Attach a copy of your military component's verification of these requirements.***

n. Appropriate military uniform with federally recognized rank will be worn in accordance with military regulation.

#### 4. Desirable qualifications include:

Knowledge of basic principles of first aid, fire prevention, safety, and human relations. ***Attach appropriate copies to support each knowledgeable area or provide written background regarding each knowledgeable area.***

#### 5. Principal duty functions:

Works under the direct supervision of the Security Forces Manager at the March Air Reserve Base and is responsible for the following duties:

a. Performs security and resource protection duties within the ANG area of responsibility to include Southern California Logistics Airport (SCLA). Patrols installation to insure federal property and ANG resources are properly secured.

b. Controls entry to the 163<sup>th</sup> RW Installation as certified Installation Entry Controller to include Southern California Logistics Airport (SCLA).

c. Supports the mission as a member of the Security Response Team.

d. Responds to all installation emergencies, i.e. aircraft mishaps/accidents, personnel injuries, vehicle accidents and fire or hazardous materials incidents.

e. Conducts physical security checks of installation property.

f. Writes reports and takes statements.

g. Performs duties as the Central Security Control (CSC) Controller, operates and monitors all security communication systems, phones & radios, to include Intrusion Detection System and duress alarms.

h. Performs duties as Intrusion Detection Monitor and maintains communications with the base patrol and other law enforcement agencies.

i. Operates and monitors security surveillance camera system that provides surveillance to the entire installation.

j. Dispatches and coordinates field units when tactically responding to emergencies or incidents.

k. Contacts local, federal or civil law enforcement officials to obtain assistance when ANG resources are threatened.

l. Handles emergencies until appropriate key personnel are contacted and they assume responsibility for the situation.

- m. Performs other duties as assigned.
6. The service member selected for this position may be eligible for health, dental, vision and life insurance benefits. Other benefits may also be available to those who qualify such as Service Member Assistance Programs, Group Legal Services, Long-Term Disability Insurance, Long-Term Care Insurance, Retirement Annuity, Supplemental Investment and the Military Service Buy Back Program.
7. Reimbursement for moving and relocation expenses **will not** be paid.
8. Interested applicants must submit a completed OTAG Form 900-8 (SAD Appointment Application), and all required supporting documentation, to Joint Force Headquarters, Director of State Personnel Programs, ATTN: CAJS-J1-SP, Box #27, P.O. Box 269101, Sacramento, CA 95826-9101. Blank application forms may be obtained from the CAAG-SP website at <http://www.calguard.ca.gov/casp/Pages/sad.aspx> or by contacting MAJ Mirtha Villarreal-Younger at (916) 854-3310 or DSN 466-3310. **Original applications, with original signatures, and all required documentation, must be received in the State Personnel office no later than the close of business on Wednesday, 9 November 2011. Postmarks will not be accepted or delivery confirmation from UPS/FEDEX. If you want to confirm that your mailed/UPS/FEDEX application has arrived at the State Personnel office, call prior to COB on the closing dates to confirm receipt. Calls after the closing date will not be accepted. Applications will not be accepted via fax or e-mail, except applicants currently serving on active duty Title 10 OCONUS orders who may submit their applications, along with all required documentation, via e-mail to [StateJobsCA@ng.army.mil](mailto:StateJobsCA@ng.army.mil) Submit Title 10 orders with e-mailed documents..**

FOR THE ADJUTANT GENERAL:

**Andreas O. Garza (18 October 2011)**  
 ANDREAS O. GARZA  
 LTC, JA, CA ARNG  
 Director, State Personnel Programs

The following is a suggested checklist to assist with the submission of a complete and accurate application. Explain negative responses.

Have you signed your application form?	
Have you attached a copy of your high school diploma or GED certificate?	
Have you attached a copy of your current driver's license and DMV printout?	
Have you attached a copy of your height, weight & physical fitness verification?	
Have you attached documentation to support your knowledge of basic principles of first aid, fire prevention, safety, and human relations?	